

Town of Shandaken Request for Proposals

Project Description and Preliminary Scope of Work

The Town of Shandaken is soliciting proposals from qualified firms for assistance in the following:

Project Description

Assist the Town of Shandaken in administering a Community Development Block Grant (CDBG) and projects involving engineering and construction components for the Phoenicia Water District.

Completion Date

Project has a proposed completion date of December 31, 2017.

Scope of Work

Professional services required are likely to include:

- Assist Town with properly documenting all activities associated with the grant
- Assist in guiding the Town through multiple activities necessary for the completion of the project
- Assist Town in procuring and properly documenting any contracts associated with the grant
- Assist Town in meeting all requirements set forth by New York State Office of Homes and Community Renewal (OHCR)
- Meet regularly, at least bi-monthly, with the Phoenicia Water Committee to update them on progress made on grant
- At the discretion of the Town Board attend Town Board meetings upon request to update them on progress or upcoming activities
- Create a clear and feasible schedule through completion of the project
- Detailed estimates of costs for both materials and construction

Other: 1) The successful firm or individuals **must** have familiarity with CDBG and NYS OHCR reporting and reimbursement requirements.

Submittal Content

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. Please highlight projects illustrating work within the Catskill Forest Preserve and the New York City West-of Hudson Watershed. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name and address of the lead firm as well as the name and addresses of the other firms with which you worked.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate but not required.
- **Costs.** Provide a schedule of the hourly rate of each person who would be working on this project and set forth a detailed description of any other costs, disbursements and expenses that would be charged to the town by the firm.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternate approaches the Town of Shandaken might wish to consider, or special considerations related to programmatic/ funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.

- **Project Schedule.** Provide a schedule of past general projects and activities indicating the duration of each activity and of the total project, including a schedule of Personnel assigned to project. The schedules should reflect actual activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Additional Information

Questions regarding the project may be directed to Supervisor Robert A. Stanley at:

Town of Shandaken
 P.O. Box 134
 Shandaken, New York 12480
 (845) 688 – 7165
 shandakensupervisor@yahoo.com

The following may be requested from, or viewed at, Town offices at 7209 Rte. 28, Shandaken, NY 12480,

- CDBG application and award
- Phoenicia Water District Map
- Town Flood Maps (including new preliminary maps)
- Preliminary Engineering Report for projects included in grant
- Other pertinent material (as requested)

Submittal Deadline

Four copies of the proposal must be received no later than 12:00 p.m. on April 25, 2016 at the Town Clerk's Office, Town of Shandaken, 7209 Rte. 28, P.O. Box 67, Shandaken, NY 12480. Proposals must be clearly marked with large block lettering on the envelope "CDBG Bid." Proposals received after the deadline will not be considered.

Selection Process

Proposals will be ranked based on the factors set forth below and the Town of Shandaken Review Committee and Town Board, in its discretion, may choose to interview several of the top ranked firms or it may reject all of the applicants. However, at its discretion, the Town of Shandaken may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule
- References
- Cost Proposal
- Responsibility/capability to complete the work as required

A selection committee appointed by the Town of Shandaken will assist with firm evaluations and make recommendations to the Town Board of Shandaken who will make the final selection. The Town of Shandaken expects to open proposals at a Special Town Board meeting scheduled for 1:00pm on Monday, April 25, 2016 and in due course, will provide written notification to the awarded firm. The Town of Shandaken reserves the right to reject any and all proposals.

Equal Opportunity/ Affirmative Action Employer

All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.